

UNITED STATES GOVERNMENT

*Memorandum*

TO : Registrar/TR

DATE: 29 March 1965

FROM : C/AIB/RS/TR

SUBJECT: Biweekly Activities Report No. 7  
15 - 26 March 1965I. SIGNIFICANT ITEMS

None

25 YEAR RE-REVIEW

II. OTHERS

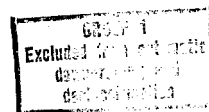
A. The internal OTR section of the Catalog of Courses, March 1964, is being revised. The extent of revisions (any deletion of old courses or description of new ones) has been discussed with the Chiefs of Schools and Staffs. The date of 9 April for submission of material apparently will cause no inconvenience to the chiefs.

B. The draft of the sanitized edition of the OTR Catalog, prepared by TAS/OS, was received and reviewed by DC/AIB on Thursday, 26 March. [redacted] TAS, wanted AIB's immediate approval of the contents so that typing of the final copy could be done on Friday. Helen reports that as closely as she could determine, all OTR courses of interest to people in the field are included.

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C. The March OTR Bulletin was distributed in the Agency on 24 March (AIB reported previously that mechanical failure at the plant delayed publication.) The Bulletin includes an item that AIB is preparing reprints of the articles on the Senior Officer Schools. So far AIB has received a considerable number of requests for the brochure. We planned to send copies to Senior Training Officers, the members of TSB, and all other Training Officers of the Agency. Some of our requests, however, are from Branch Chiefs and supervisors. The brochure is expected to be ready for distribution about 15 April, in good time for parties to initiate papers for the next year's runnings of SOC's.

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SUBJECT: Biweekly Activities Report No. 7 (cont.)

D. On Friday morning, 26 March, 21 PM students and 5 instructors scheduled for [ ] to begin 26 April, attended the briefing given by [ ] CCS; [ ] and hopefully, returned [ ] in time for resumption of classes on Monday,

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All is now in readiness for departure about 26 April; [ ] an instructor, plans to go down about five days earlier.

E. [ ] C/HT/OS, gave his approval for an OL candidate to attend the CS Review. The man, who recently returned [ ] is on the Plans Staff/OL and will be concerned with support to CS operations. [ ] said, however, if there is a need to cut the class to keep within a certain maximum, this man will be dropped from the roster. TO/OL was informed by C/AIB and agreed to the arrangement.

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F. Late Thursday afternoon, 25 March, a copy of a memo dated 4 February 1965 was delivered to AIB. The memo contained a request for an abbreviated Intelligence Orientation course to be given for NPIC during the week of 29 March. This was the first AIB knew of the course being given, consequently the list of students was not available to the Intelligence School until Monday morning, 29 March. The IO Faculty assumed all along, it is reported, that AIB knew of the plans for the course.

G. Courses to be canceled:

Basic Country Survey, USSR (29 March - 9 April): Memo of request is in process.

Advanced Operations Seminar (5 - 16 April): Memo to be submitted.

CI Ops (29 March - 16 April): Only a verbal notification by C/HT/OS at this time.

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SUBJECT: Biweekly Activities Report No. 7 (cont.)

H. By agreement with C/OS, C/AIB has been keeping him informed of the registration for COS Seminar. So far there are 13 candidates.

I. The seven participants in the 5-30 April National Interdepartmental Seminar were notified to attend a briefing to be given [ ] on 1 April, 2 P. M. in Room 1D-1601 Headquarters.

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J. [ ] set the week of 12-16 July for an OTR instruction for principals at the Senior Officer Schools, beginning in the Fall. [ ] will be the Chief Instructor and since [ ] sees it as an internal program, AIB will handle registrations, notify Training Officers that candidates should attend, prepare a roster, and so forth. [ ] plans to make arrangements to notify those who are overseas. Room 803, this building, has been reserved for the program.

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K. A Special Bulletin was published on the Anti-Communist Ops course, but distribution was delayed for a day since C/SIC and the Chief Instructor wanted to make preliminary contacts before copies were sent to Training Officers.

L. [ ] Language Development Program carries the requirement that Chiefs of Station and Chief of Base should submit an annual report on their people who are studying foreign languages. The report is due no later than 1 April of each year. Last year AIB received a substantial number of reports; so far this year, only four reports have been received. C/AIB called DDP/TRO to remind him of the existence of this provision and to ask whether or not it should continue as part of the field regulation. He plans to look into it and if necessary send a communication to the field to either (a) remind Chiefs of Station or Base of the requirement or (b) tell them of the plan to eliminate it.

[ ] C/LTS, is willing to retain the dispatches as a source of information for reports he may have to make on language training. AIB will forward them on a continuing basis--for as long as AIB gets them.

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SUBJECT: Biweekly Activities Report No. 7 (cont.)

M. After the meeting in the Office of the C/CTP, OTR in which there was considerable discussion about the interim assignments of DDS-designated Career Trainees and about having a large class in July and a smaller one in September, a tentative schedule for the next two runnings of the integrated program was drawn up in AIB and later discussed with [ ] CTP. The schedule is presently under review [ ] and it is hoped that definite dates can be set soon, since the organization of a schedule for other OTR courses for the second half of 1965 cannot be done until the CT schedule is confirmed. AIB has alerted the Chiefs of Schools of the need for their schedule and of the status of the CT one.

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N. The article on PM training which was suggested in a series of correspondence between [ ] and the Ops School, and too, with the DDP/TRO, is being drafted by [ ]. The draft will be reviewed by all parties concerned before it is published.

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O. [ ] and C/AIB plan to go to the Headquarters building on Tuesday, 30 March, to discuss location and maintenance of a small shelf of catalogs in the language lab. After the shelf is set up, AIB will notify Training Officers through the Bulletin of the availability of the catalogs--only those on the local schools. The idea of the information being available at Langley headquarters was initiated by [ ] Assistant to the Training Officer/DDI.

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P. [ ] and C/AIB have worked out an arrangement for reserving Room 1D-1601, the new conference room for Orientation for Overseas. [ ] will be the contact point for any reservations. So far we have had occasions to reserve it for two briefings and certainly it is a much more convenient arrangement than having to plague RID or other offices for use of their spaces.

Q. Through the good offices of the Liaison Staff, OCR, [ ] was able to obtain a copy of the lessons used in the Naval War College correspondence course in Counterinsurgency [ ]. The lessons were sent to [ ] the Librarian, the original requestor.

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**Abstract**

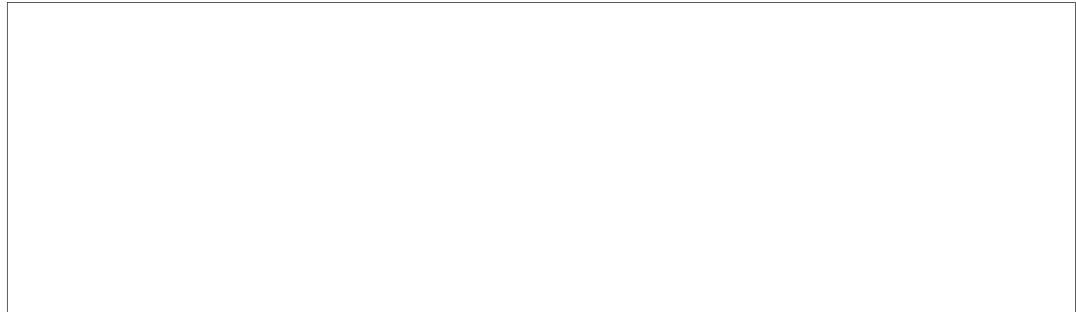
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SUBJECT: Biweekly Activities Report No. 7 (cont.)

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III. PERSONNEL

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[redacted] discussed a post-retirement position in the Qualifications Analysis Branch/OP with [redacted] C/QAB. 25X1  
Although the position appealed to her, [redacted] has decided not to continue to work after her retirement, in June. She has great praise for the interest and kindness of [redacted] with whom 25X1  
she has talked twice: the first time was about the job in QAB; the second time, to tell him of her decision. [redacted] made an appointment for 9 a.m., Tuesday, 30 March, with [redacted] in the Insurance Branch with whom [redacted] will discuss such matters as pertain to benefits after retirement. 25X1

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